

**Department of Civil Engg.**  
**Govt. Polytechnic for Women Rehan**  
**Distt. – Kangra (H.P.) - 176022**



**LESSON PLAN**

Program Name	Civil Engineering
Subject Name	Introduction to IT Systems
Subject Code	ES 108
Semester	1st
Subject Teacher Name	Sarmistha Kumari

**Evaluation Scheme**

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th	Pr	Th	Pr	Total	Th	Pr	Total
1.	Introduction to IT Systems	-	04	-	40	40	-	60	60

**Course Outcomes (COs)**

CO – 1	The course student will be able to comfortably work on computer
CO – 2	To operate, install and configure OS, assemble a PC and connect it to external devices, write documents, create worksheets, prepare presentations, protect information and computers from basic abuses/attacks.

**Civil Engg Plan**


Sr. No.	Name of Practical	Proposed Date	Actual Date	Remarks
1	1. To identify the various hardware components of computer system. 2 To assemble hardware components of Computer System.	02/08/2024 03/08/2024 05/08/2024 07/08/2024 09/08/2024		
2	1. To identify the various hardware components of computer system. 2 To assemble hardware components of Computer System.	12/08/2024 14/08/2024 16/08/2024 17/08/2024		
3	3. To install Windows OS on computer system. 4 To study the various features offered on the desktop, creating new folder and new file on the desktop	21/08/2024 23/08/2024 24/08/2024		
4	3. To install Windows OS on computer system. 4 To study the various features offered on the desktop, creating new folder and new file on the desktop	28/08/2024 30/08/2024 31/08/2024		
5	5 To work on different web browsers(google chrome , internet explorer), setting up default	02/09/2024 04/09/2024 06/09/2024		

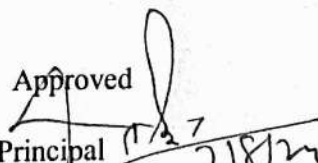
	homepage on browser and study the various settings available. 6 To open search engines (google and yahoo) and search different information using the search engines. Creating an e-mail Account.	07/09/2024		
6	5 To work on different web browsers (google chrome, internet explorer), setting up default homepage on browser and study the various settings available. 6 To open search engines (google and yahoo) and search different information using the search engines. Creating an e-mail Account.	09/09/2024 11/09/2024 13/09/2024		
7	7. Visit various e-governance/digital India Portals and understanding the services offered. 8 Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file, Setting margins, tab setting, ruler, indenting, Entering text, cut, copy, paste using tool-bars.	16/09/2024 18/09/2024 20/09/2024 21/09/2024		
8	7. Visit various e-governance/digital India Portals and understanding the services offered. 8 Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file, Setting margins, tab setting, ruler, indenting, Entering text, cut, copy, paste using tool-bars.	23/09/2024 25/09/2024 27/09/2024 28/09/2024		
9	9. Formatting a document, Creating and editing tables, mail-merge. 10 Working on MS - EXCEL- Creating a worksheet in Excel. Copy, Move and Merge the cells and Use various Formatting features.	30/09/2024 04/10/2024 05/10/2024		
10	9. Formatting a document, Creating and editing tables, mail-merge. 10 Working on MS - EXCEL- Creating a worksheet in Excel. Copy, Move and Merge the cells and Use various Formatting features.	07/10/2024 09/10/2024 11/10/2024		
11	11. Using formula and functions prepare worksheet for storing subject marks of ten students and perform the following: Calculate the student wise total and average. → Calculate the subject wise total and average. → Calculate the overall percentage and also individual percentage of the student. Create a chart for the above. →	14/10/2024 16/10/2024 18/10/2024 19/10/2024		

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12	11. Using formula and functions prepare worksheet for storing subject marks of ten students and perform the following: Calculate the student wise total and average.→ Calculate the subject wise total and average.→ Calculate the overall percentage and also individual percentage of the→ student. Create a chart for the above.→	21/10/2024 23/10/2024 25/10/2024 26/10/2024		
13	11. Using formula and functions prepare worksheet for storing subject marks of ten students and perform the following: Calculate the student wise total and average.→ Calculate the subject wise total and average.→ Calculate the overall percentage and also individual percentage of the→ student. Create a chart for the above.→	01/11/2024 02/11/2024		
14	11.Using formula and functions prepare worksheet for storing subject marks of ten students and perform the following: Calculate the student wise total and average.→ Calculate the subject wise total and average.→ Calculate the overall percentage and also individual percentage of the→ student. Create a chart for the above.→	04/11/2024 06/11/2024 08/11/2024		
15	Check assignments / doubts clearance	18/11/2024 20/11/2024 22/11/2024 23/11/2024		
16	Check assignments / doubts clearance	25/11/2024 27/11/2024 29/11/2024 30/11/2024 02/12/2024		

  
(Signature of Teacher)

  
(Signature of HOD)

Approved  
  
Principal  
Govt. Polytechnic for Women Rehan